

1+9
Final
late off

22 June 1953

MEMORANDUM OF UNDERSTANDING

SUBJECT: Administrative Support for Cable Secretariat

1. PURPOSE. This memorandum of understanding sets forth agreements made for the purpose of providing administrative support to the CIA Cable Secretariat.
2. CAREER MANAGEMENT. The Office of the DD/A will provide all personnel and career management support for the Cable Secretariat not normally provided by the CIA Personnel Office. The career management of all Cable Secretariat personnel will be administered by the Career Service Board of the Office of the DD/A, ~~before which there will be Cable Secretariat representation when Cable Secretariat personnel are considered.~~ All personnel actions on Cable Secretariat personnel will require joint approval from appropriate representatives of the Office of the DD/A and the Cable Secretariat.
3. SECURITY. All security matters involving the Cable Secretariat will be handled in their behalf by the Security Division, Office of Communications in coordination with the Security Office.
4. GENERAL ADMINISTRATIVE SUPPORT. The Cable Secretariat will deal directly with the appropriate elements of the Office of the DD/A on all other administrative support including the following:
 - a. The Personnel Office on personnel matters.

- b. The General Services Office on matters pertaining to office space, parking space, printing, telephone service, machine records, forms, etc.
- c. The Comptroller for budget and fiscal matters.
- d. The Organization and Methods Service for organizational and procedural matters.
- e. The Logistics Office for procurement and supply matters.
- f. Such other components of the Office of the DD/A as may be necessary.

5. RESCISSION. Memorandum of Understanding dated 13 November 1952 is hereby rescinded.

6. EFFECTIVE DATE. The provisions of this memorandum become

immediately
effective upon approval

APPROVED:

25X1A9a

CAREER MANAGEMENT,
which becomes effective
upon activation of the
DD/A Career Branch.

CONCUR:

W. L. PEEL, Management
Officer.

[Redacted] Executive
Asst. to the Director.

25X1A9a

[Redacted] Asst. Director
for Communications.

L. K. WHITE, Asst. Deputy Director
for Administration.

CC: Cable Secretariat
AD/Communications
ADD/A
Personnel Director
AD/Security Office
Chief, General Services
Comptroller
Chief of Logistics.